

Property Data Form For Use By Members

All Underlined Fields Are Required

Agent Name

Date Entered

/

/

Listing #

GENERAL INFORMATION

Auction

☐ Yes

☐ No

Auction Date

/

/

List Price \$

List

/

/

Expiration Date

/

/

Date Street #

Street Direction

Street Name

Street Type

Unit #

(Avenue, Court, Lane, etc.)

Zip Code

Zip +4

State

County

City

Township

Area

Subdivision

Parcel ID# / VIN#

Zoning

Pub. On Internet

☐ Yes

☐ No

Broker Recip.

☐ Yes

☐ No

VOW Include

☐ Yes

☐ No

VOW Address

☐ Yes

☐ No

Allow VOW AVM

☐ Yes

☐ No

Allow VOW Comments

☐ Yes

☐ No

LISTING INFORMATION

Occupied by

☐ Owner

☐ Tenant

☐ Vacant

Listing Type

☐ EA - Exc Agency

☐ ER - Exc Right to Sell

Subagent

(\$/%)

Buyer Agent

(\$/%)

Dual Rate

☐ Yes

☐ No

Comm Desc

Less Lot \$

Named Exceptions

☐ Yes

☐ No

Service Restrictions

☐ Entry Only

☐ Limited Service

☐ Not Applicable

Property Disclosure

☐ Yes

☐ No

Lead Base Paint Disclosure

☐ Yes

☐ No

AGENT INFORMATION

Listing Agent ID

(Select Find an Agent in Listing Load)

List Agent Name

(All other fields will populate in the listing load)

Co-List Agent ID

(Select Find an Agent in Listing Load)

Co-List Agent Name

(All other fields will populate in the listing load)

INTERIOR / EXTERIOR INFORMATION

Bedrooms

Total Full Baths

Total Half Baths

# of Rooms

M H Length

M H Width

Make

Model Year

Model

Accessibility Features

☐ Yes

☐ No

Features Available (Limit 3)

☐ Accessibility Features Form

☐ Curbless Shower

☐ Doors 32"+

☐ Grab Bars

☐ Hallways 32"+

☐ Handrails

☐ Lever Handles

☐ Wheel Chair Ramp

ROOM INFORMATION

Required Rooms		Room Length X Width	Flooring Types	Features	Features	Features Selection	
MASTER BED						ADDNLIV	FORMAL
BEDROOM 2						BALCONY	HOT TUB
BEDROOM 3						BAR	ISLAND
BEDROOM 4						BAY WINDOW	KITCHEN/FAMILY COMBO
BEDROOM 5						BOX WINDOW	LIVING ROOM/DINING COMBO
DEN						CATHEDRAL CEILING	OTHER
DINING ROOM						CEILING FAN	PAN CEILING
FAMILY ROOM						COVE CEILING	PANTRY
KITCHEN						CROWN MOLD	SKYLIGHT
LIVING ROOM						DECK AND PATIO	TRAY CEILING
OTHER ROOMS:						DROP CEILING	VAULTED CEILING
						EAT IN	WET BAR
						ENTERTAINMENT CENTER	
						FIREPLACE	

Other Room Choices				Level Choices		Floor Choices
BEDROOM	ENTRY	LIBRARY	REC ROOM		M = MAIN	CARPET FLOOR
BONUS ROOM	EXER ROOM	LOFT	SCREEN PORCH			LAMINATE FLOOR
BREAKFAST	FIN BASEMENT	MUD ROOM	SUNROOM			TILE FLOOR
BREEZEWAY	GREAT ROOM	OFFICE	UTL-LAUNDRY			VINYL FLOOR
ENCL PORCH	HOME THEATER	OTHER	WORKSHOP			WOOD FLOOR

**INTERIOR / EXTERIOR INFORMATION Cont'd**

Garage Spaces \_\_\_\_\_ Garage Size \_\_\_\_\_ Lot Size \_\_\_\_\_ Lot Rent \$ \_\_\_\_\_ Acres \_\_\_\_\_

Lot \_\_\_\_\_ School District \_\_\_\_\_ Elementary School \_\_\_\_\_ High School \_\_\_\_\_

Annual Association Fee \$ \_\_\_\_\_ Assessment Type \_\_\_\_\_ 6 Mos. General Tax \$ \_\_\_\_\_

6 Mos. Special Tax \$ \_\_\_\_\_ Homestead Exempt / Primary Residence ☐ Yes ☐ No

**FEATURES****1. Exterior (Limit 2)**

- ☐ Aluminum, Steel  
☐ Other  
☐ Shingle  
☐ Stucco  
☐ Vinyl  
☐ Wood Comp

**2. Foundation (Limit 1)**

- ☐ Crawl  
☐ Slab

**3. Roof (Limit 1)**

- ☐ Flat  
☐ Metal  
☐ Other  
☐ Shingle

**4. Parking (Limit 3)**

- ☐ Additional Storage  
☐ Attached  
☐ Carport  
☐ Detached  
☐ Garage  
☐ None  
☐ Off Street  
☐ Other

**5. Driveway (Limit 2)**

- ☐ Alley  
☐ Asphalt  
☐ Circular  
☐ Concrete  
☐ Dirt  
☐ Gravel  
☐ None  
☐ Other  
☐ Shared

**6. Lot Description (Limit 3)**

- ☐ Corner  
☐ Creek  
☐ Cul-De-Sac  
☐ Deadend  
☐ Ext Lot  
☐ Farm  
☐ Golf  
☐ Irregular  
☐ Lake Front  
☐ Other  
☐ Pond

☐ Private Road

- ☐ Ravine  
☐ Regular  
☐ River Front  
☐ Rural  
☐ Unpaved  
☐ Water Access  
☐ Water View  
☐ Waterfront  
☐ Wooded

**7. Equipment (Limit 12)**

- ☐ Alarm  
☐ Attic Fan  
☐ Central Vacuum  
☐ Compactor  
☐ Dehumidifier  
☐ Dishwasher  
☐ Disposal  
☐ Dryer  
☐ Gas Grill  
☐ House Fan  
☐ Humidifier  
☐ Intercom  
☐ LP Leased  
☐ LP Owned  
☐ LP Supp  
☐ Microwave  
☐ None  
☐ Opener  
☐ Other  
☐ Range Oven  
☐ Refrigerator  
☐ Smoke Alarm  
☐ Soft (lease)  
☐ Soft (to own)  
☐ Sprinkler  
☐ Washer  
☐ Whirlpool/Hot Tub

**8. Miscellaneous (Limit 12)**

- ☐ Above Pool  
☐ Add Liv Qtrs  
☐ Attic Storage  
☐ Barn  
☐ Breaker Box  
☐ Cable TV  
☐ Chattel  
☐ Deck  
☐ Double Wide  
☐ Dryer Con E

☐ Dryer Con G

- ☐ Fence  
☐ Fireplace  
☐ Fuse Box  
☐ Home Warranty  
☐ In Pool  
☐ Laundry  
☐ Other  
☐ Patio  
☐ Pole Barn  
☐ Range Con E  
☐ Range Con G  
☐ Satellite  
☐ Screen(s)  
☐ Shed  
☐ Skirt  
☐ Storm(s)  
☐ Tipout  
☐ TV Antenna  
☐ Walk-In  
☐ Wood Stove

**9. Heating (Limit 6)**

- ☐ Forced Air  
☐ Heat Pump  
☐ Hot Water  
☐ Other  
☐ Radiant  
☐ Radiator

**10. Heat Fuel (Limit 7)**

- ☐ Electric  
☐ Natural Gas  
☐ Oil  
☐ Other  
☐ Propane  
☐ Solar  
☐ Wood / Coal

**11. Cooling (Limit 5)**

- ☐ Central Air  
☐ None  
☐ Other  
☐ Wall  
☐ Window

**12. Water Heater (Limit 1)**

- ☐ Electric  
☐ Gas  
☐ Oil  
☐ Other  
☐ Propane  
☐ Solar

**13. Water (Limit 3)**

- ☐ Holding  
☐ Other  
☐ Pond  
☐ Private  
☐ Public  
☐ Well

**14. Sewer (Limit 3)**

- ☐ Other  
☐ Sanitary  
☐ Septic  
☐ Storm(s)

**15. Terms (Limit 5)**

- ☐ Cash  
☐ Conventional  
☐ Land Contract  
☐ Lease Option  
☐ Lease Purchase  
☐ Other  
☐ Park Approved  
☐ Rent

**16. Possession (Limit 2)**

- ☐ 30 DAC  
☐ At Close  
☐ Negotiable  
☐ Other  
☐ Spec Date  
☐ Ten Right

**17. Owner Status (Limit 1)**

- ☐ Agent Owned  
☐ Corporate Owned  
☐ HUD Owned  
☐ Lender Owned

Remarks (max 600):

Private Remarks (max 150):

Agent Remarks (max 400):

Directions To Property (max 150):

Lockbox Serial Number: \_\_\_\_\_

Interior/Exterior Audio/Video Equipment

☐ Yes

☐ No

Showing Instructions (max 100):

Dotloop Easy Offer Link \_\_\_\_\_

Secure Showing Instructions for ShowingTime (max 250):

Virtual Tour URL: (Unbranded)

LISTING ATTRIBUTION CONTACT

*Pick only one*

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☐ Agent Phone

☐ Agent e-mail

☐ Office Phone